



CENTRAL ELECTRIC COOPERATIVE, INC.

JOB POSTING

New Job Opening Announcement

Date: May 31, 2017

Position: Logistics Worker

Department: Operations & Engineering

Starting Date: July 10, 2017

Salary: Commensurate with experience and abilities

Requirements: High School Degree. Experience with materials management and procurement practices. Knowledge of materials used in overhead and underground power line construction. Understanding of fuels, facilities, and inventory control. Knowledge of forklift operations. Basic mechanical skills working with tools and equipment. Proficient in Microsoft Office Suite. Ability to learn quickly and communicate in a professional manner. Valid driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review engineering material list; identify gather, stage and document material
- Order and receive material before job dates; secure material and charge all material to system
- Load material for crews using forklift
- Monitor fuel levels and run fuel level and end of month reports
- Forecast levels for scheduled supply taking into account lead times
- Reconcile system to physical count
- Create purchase orders
- Review future jobs
- Maintain database: pricing updates, levels, usage
- Manage MSDS compliance
- Perform cycle counts; check against inventory levels
- Arrange and monitor propane levels and refills
- Assist CEC crews and personnel on projects
- Assist CEC personnel with issues and emergencies during and before/after normal shift as needed
- Assist with facilities issues and problems as needed
- Keep warehouse and material yard in a safe, clean, and organized manner
- All other duties as assigned

Contact: Questions or interest: Contact Lisa Gwynn at lgwynn@cec.coop

Deadline: Close of business – June 13, 2017